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DEPARTMENT OF THE STATE
EXECUTIVE ORDER

December 16, 1971

STATE OF MONTANA

Office of the Governor

EXECUTIVE REORGANIZATION ORDER 13-71

Frank Murray
Secretary of State

Executive Reorganization Order Implementing the Department of
Institutions Pursuant to the Executive Reorganization Act of
1971.

Under the Executive Reorganization Act of 1971 (Laws of Montana, 1971, Chapter 272), the Governor is authorized to sign executive orders implementing the various chapters of the Act.

THEREFORE, I, FORREST H. ANDERSON, Governor of the State of Montana, pursuant to the authority invested in me, order that:

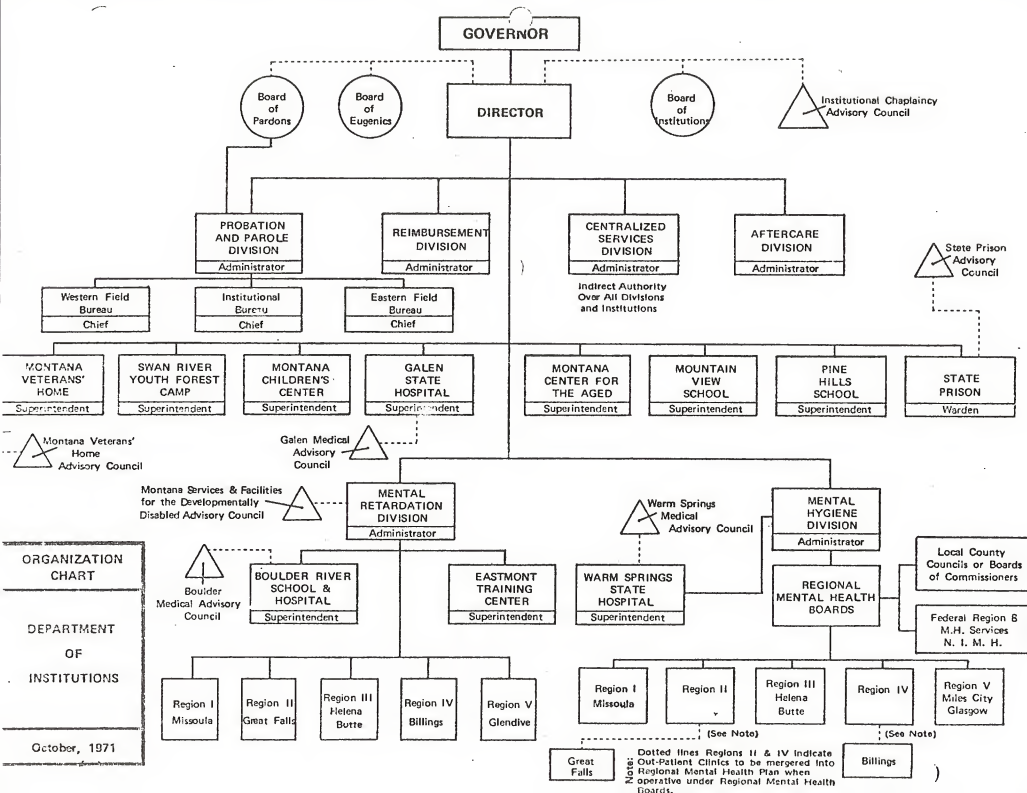
1. Chapter 8 (Sections 82A-801 through 82A-807) of the Executive Reorganization Act of 1971, providing for the creation of the Department of Institutions, shall be effective December 17, 1971.
2. From and after December 17, 1971, the Department and its functions shall be organized, supervised, administered, and executed pursuant to the Executive Reorganization Act of 1971, the Constitution, other statutes of the state, and the reorganization plan (dated September 27, 1971) prepared and submitted by the Director of Institutions.
3. This executive order shall not affect the validity of any judicial or administrative proceeding pending or which could have been commenced before the date of the order, and the department or unit which succeeds to the functions of an agency transferred or retained by this order shall be substituted as a party in interest.
4. The Department's organization charts and descriptions of major programs are appended to this order. However, the Secretary of State need not send the charts and descriptions of major programs to those persons named in Section 6 of the Executive Reorganization Act as a part of this order.

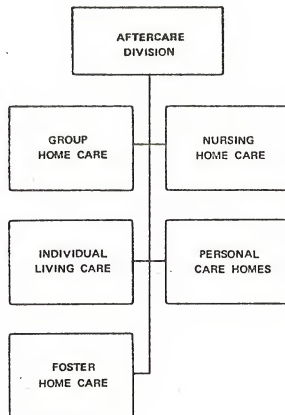
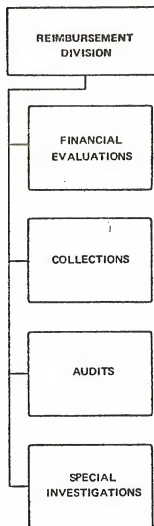
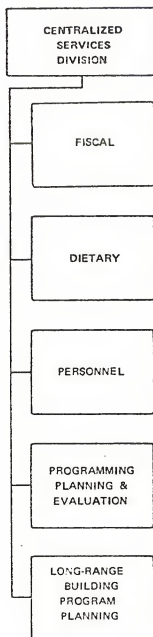
Given under my hand and the GREAT SEAL of the State of Montana this Sixteenth day of December, in the year of our LORD, One Thousand Nine Hundred and Seventy-one.

Forrest H. Anderson
FORREST H. ANDERSON, Governor

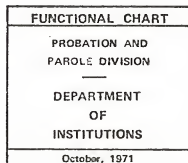
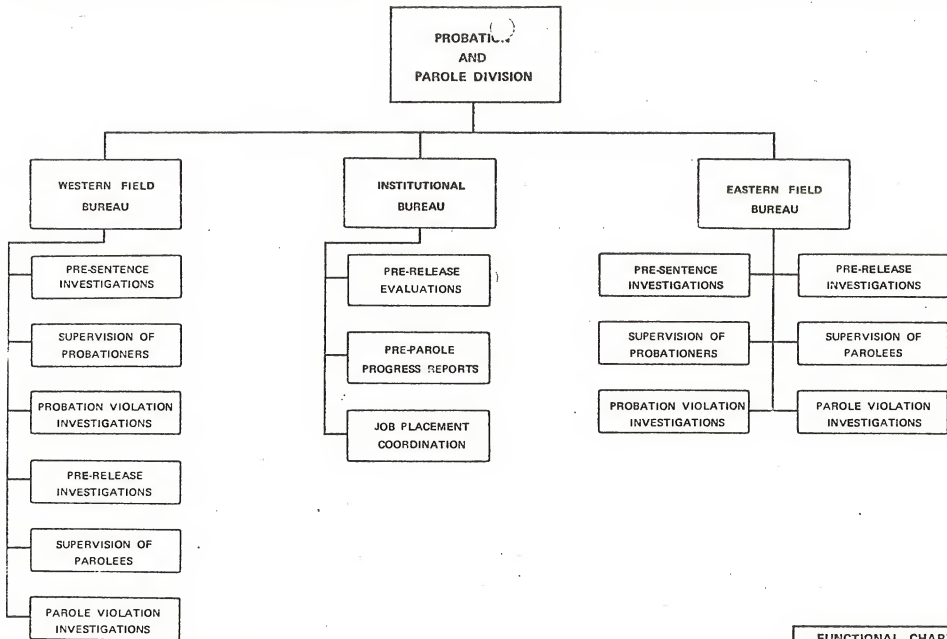
ATTEST:

Frank Murray
Secretary of State





FUNCTIONAL CHART
DEPARTMENT OF INSTITUTIONS
October, 1971



MAJOR PROGRAMS

DEPARTMENT OF INSTITUTIONS

CENTRALIZED SERVICES PROGRAM

DESCRIPTION:

The Centralized Services Program will include the activities of the State Department of Institutions Office in Helena. The goal of these activities will be to coordinate the state's responsibility to provide residential services, treatment and rehabilitation for approximately 3,500 institutionalized persons: the mentally ill; the mentally retarded; the needy veteran; dependent and neglected children; patients with tuberculosis, silicosis, and other pulmonary disorders; juvenile delinquents; and adult offenders.

The Administrative activities of the program will include personnel, fiscal and dietary. Personnel activities include the negotiation of labor contracts, position control, classification and compensation of all employees within the Department's eleven institutions. Fiscal activities include uniform inventory control, review of all institutional requisitions for supplies and equipment and continual analysis of expenditures and budget requirements. Dietary activities include standardized menus emphasizing improved quality of meals and reduced costs. Existing programs are continually reviewed and recommendations are made to meet existing and long-range needs of those requiring institutionalization. Planning for future needs assumes the reduction of the number of persons requiring such care with emphasis being directed to the development of community based programs. Evaluations of existing programs are made on quality of services, comparisons of operating costs of like institutions are recidivism rates on both a regional and national basis. Long range building requisitions are received from each institution; and after analysis and evaluation priority recommendations are made to the Director.

AUTHORITY:

Title 80, Chapter 14, R.C.M. 1947.

UNIT RESPONSIBLE:

Centralized Services Division.

REIMBURSEMENT DIVISION

DESCRIPTION:

This program will constitute the collection of costs of institutional care from various sources available to each patient, such as social security, insurance, trust estates and veterans' benefits. Individual assessments of charges are based on the ability to pay which require personal field investigations and interviews with responsible persons to evaluate the patients financial resources. Federal entitlements involves the searching out of federal monies and grants available from this source. In compliance with federal requirements this division makes post medicare and medicaid audits. Special investigations are made at the request of the Director; mainly involving reports of patient abuse and irregularities in state institutions.

AUTHORITY:

Title 80, Chapter 16, R.C.M. 1947.

UNIT RESPONSIBLE:

Reimbursement Division.

AFTERCARE PROGRAM

DESCRIPTION:

Aftercare assistance will be designed to aid children in the transition from institutional to normal life. An aftercare counselor will be responsible for children released from the Department's juvenile institutions, Boulder River School and Hospital and selected persons under 21 years of age released from the Warm Springs State Hospital. This service provides individual living arrangements, nursing home care, personal care homes, foster care placement or group home living for children. Aftercare will operate such group homes as the budget permits.

AUTHORITY:

Title 80, Chapter 14, R.C.M. 1947.

UNIT RESPONSIBLE:

Aftercare Division.

GALEN STATE HOSPITAL PROGRAM

DESCRIPTION:

The Galen State Hospital program will be responsible for the care and treatment of tuberculosis and silicosis. The program will also include other activities carried out at the hospital involving other chronic respiratory diseases and treatment of the mentally retarded, the aged, and alcoholics.

AUTHORITY:

Title 80, Chapter 17, R.C.M. 1947.

UNIT RESPONSIBLE:

Galen State Hospital (Galen).

MENTAL HYGIENE PROGRAM

DESCRIPTION:

The mental hygiene program will include those activities of the Department of Institutions concerned with the mental health of the citizens of the state. The program will include the activities carried out at Warm Springs State Hospital and the Community Mental Health Centers (one each in five geographic regions of the state). The activities will include care, treatment and rehabilitation of mentally ill patients; alcoholism rehabilitation; medical-surgical service; forensic psychiatry service; geriatric service; and dealing with problems of juveniles, children and drug abuse.

AUTHORITY:

Title 80, Chapter 24, R.C.M. 1947.

UNIT RESPONSIBLE:

Mental Hygiene Division (Warm Springs State Hospital).

MENTAL RETARDATION PROGRAM

DESCRIPTION:

The mental retardation program of the Department of Institutions will include those activities of the Department dedicated to the care, treatment, training and education of mentally retarded persons. The activities

are primarily carried out through the Boulder River School and Hospital and the Eastmont Training Center (Glendive). In addition, this program will assume responsibility for the Child Development Center in Missoula, currently operated by the State Department of Health. The Division supervises five mental retardation regions. Regional services include: evaluation services, diagnostic services, day care services, treatment services, educational services, sheltered employment services, recreational services, personal care services, domiciliary care services, special living arrangement services, counseling services, information and referral services, follow-along services, protective and other social socio-legal services and transportation services. These regional units are all locally controlled by boards made up of representatives of the generic services and consumers.

AUTHORITY:

Title 80, Chapters 23 and 26, R.C.M., 1947.

UNIT RESPONSIBLE:

Mental Retardation Division.

MONTANA CENTER FOR THE AGED PROGRAM

DESCRIPTION:

The Center for the Aged program will provide residential care and treatment of senile men and women who have been admitted to Warm Springs State Hospital and subsequently transferred to the Center. Service provided by the Center will be domiciliary and nursing care.

AUTHORITY:

Title 80, Chapter 25, R.C.M., 1947.

UNIT RESPONSIBLE:

Montana Center for the Aged (Lewistown).

MONTANA CHILDREN'S CENTER PROGRAM

DESCRIPTION:

The Children's Center will carry out the function of the support and care of dependent or neglected children, who require separation from their families, or foster families, or for whom foster care cannot be obtained. The activities of the Center will involve clinical studies; management of the children in a controlled and planned environment; remedial education; social, psychological, and psychiatric reeducation through group and individual therapy; and whatever methods may be indicated in individual cases.

AUTHORITY:

Title 80, Chapter 21, R.C.M. 1947.

UNIT RESPONSIBLE:

Montana Children's Center (Twin Bridges).

MONTANA VETERANS' HOME PROGRAM

DESCRIPTION:

The Veterans' Home will provide a home and subsistence for honorably discharged soldiers, sailors, and marines who have served in the Armed Forces of the United States and who have become unable to earn a livelihood by reason of such service or by reason of advanced age. Wives or widows, who are fifty years of age or older, of honorably discharged veterans are also eligible for admission to the Home.

AUTHORITY:

Title 80, Chapter 18, R.C.M. 1947.

UNIT RESPONSIBLE:

Montana Veterans' Home (Columbia Falls).

MOUNTAIN VIEW SCHOOL PROGRAM

DESCRIPTION:

The Mountain View School Program will be responsible for the diagnosis, care, training, education, and rehabilitation of delinquent girls: ten years of age or older, and under twenty-one years of age.

AUTHORITY:

Title 80, Chapters 14 and 22, R.C.M., 1947.

UNIT RESPONSIBLE:

Mountain View School (Helena).

PINE HILLS SCHOOL PROGRAM

DESCRIPTION:

The Pine Hills School Program will be responsible for the diagnosis, care, training, education, and rehabilitation of delinquent boys ten years of age or older, and under twenty-one years of age.

AUTHORITY:

Title 80, Chapters 14 and 22, R.C.M., 1947.

UNIT RESPONSIBLE:

Pine Hills School (Miles City).

STATE PRISON PROGRAM

DESCRIPTION:

The two primary duties of the State Prison will be the safe custody and control of confined prisoners and the employment and treatment of prisoners toward the end of resocialization. In carrying out these duties the prison program will include the activities of maintaining a trained personnel force, humane treatment of prisoners, and efficient administration of the Prison.

AUTHORITY:

Title 80, Chapter 19, R.C.M. 1947.

UNIT RESPONSIBLE:

State Prison (Deer Lodge).

NOTE:

Until activation date of the Department of Law Enforcement and Public Safety, the Department of Institutions through the State Prison will remain responsible for the operations of the Office of Registrar of Motor Vehicles and Bureau of Criminal Identification and Investigation.

SWAN RIVER YOUTH FOREST CAMP PROGRAM

DESCRIPTION:

The Swan River Youth Forest Camp will provide rehabilitation for young offenders from Pine Hills School and the State Prison through work experience under the guidance and supervision of professional and field personnel in the Swan River State Forest. The Department of Institutions will administer the camp with the cooperation of the Office of the State Forester which will provide the work program for the youth at the camp.

AUTHORITY:

Title 80, Chapters 14 and 22, R.C.M., 1947.

UNIT RESPONSIBLE:

Swan River Youth Forest Camp (Swan River State Forest).

BOARD OF EUGENICS PROGRAM

DESCRIPTION:

The Board of Eugenics will provide a method, through proper hearings, whereby certain persons whose sterilization would benefit themselves and the State, may voluntarily consent to such sterilization. The Board will receive applications by or on behalf of persons covered by the applicable law and conduct a hearing at which the applicant must be present in person for examination by the Board. Evidence presented at the hearing will establish whether it would be in the best interest of the applicant and the State for the applicant to be sterilized.

AUTHORITY:

Title 69, Chapter 64, R.C.M., 1947.

UNIT RESPONSIBLE:

Board of Eugenics.

BOARD OF PARDONS PROGRAM

DESCRIPTION:

The Board of Pardons will administer the executive clemency, probation and parole system provided for in Sections 94-9821 through 94-9851, R.C.M., 1947. Generally, the activities of the Board will be to 1) hold hearings for persons wishing to be paroled from the Prison, hearings for persons who have violated the conditions of their parole, and hearings for persons seeking executive clemency; and 2) supervise the parole officers in the field. The Institutional Bureau is charged with pre-release evaluations, pre-parole progress reports and job placement coordination. The Field Bureaus are responsible for pre-sentence investigations; supervision of probationers; probation violation investigations; pre-release investigations; supervision of parolees, and any parole violation investigations.

Under the provisions of Section 82A-108 of Chapter 272, Laws of 1971, the Executive Reorganization Act of 1971, most of the administrative functions of the Board of Pardons--accounting, purchasing, record-keeping, etc.--would be performed by the Department of Institutions. In the interest of efficiency and effectiveness of operation, the functions will be delegated back to the Board of Pardons by the Department of Institutions.

AUTHORITY:

Title 94, Chapter 98, R.C.M., 1947.

UNIT RESPONSIBLE:

Board of Pardons (Deer Lodge).

Montana State Library



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